

## Can't afford to pay the filing fee?

If you are low-income and cannot afford to pay the fee to file your court papers, you can ask for a "Fee Waiver".

This packet gives you everything you need to ask for a Fee Waiver, including:

- Instructions & Income Guidelines
- Sample forms — do **not** fill these out!
- Blank forms C-1 & C-3 — fill these out.

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## Need more blank forms?

Go to: Clerk's Office, Room 103

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**ACCESS**

**San Francisco Superior Court**

**415.551.5880**

## How do I ask for a Fee Waiver?

1. **Fill out Forms C-1 and C-3** using the attached sample forms as a guide.
2. **Use the right case number!** If you are not sure of the case number, ask the ACCESS Center in Room 208 for help.
3. **Make 2 copies of your completed C-1 and C-3 forms.** (original + 2 copies)
4. **Take your forms and copies to Room 103 and file them with the clerk.** The clerk will give you back one copy of C-1 for you to keep.
5. **The court will mail you form C-3 to tell you if your request was approved.** If it was not approved, you must pay the fee within 10 days.

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## Need help?

Go to:

ACCESS Center

Civic Center Courthouse, Room 208

400 McAllister Street

San Francisco, CA 94102

*(corner of Polk and McAllister)*

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